Photo-Ops Executive Team 2015

Positions Available:

1. Studio
2. Marketing
3. Finance
4. Photography Instructor

• See each position for description and details on how to apply

• Candidates may apply for more than one position

• Please send all applications to photo.ops.queens@gmail.com by **Saturday March 14, 11:59 PM**

• Successful candidates will be contacted and scheduled for a 15-minute interview on **Monday March 16** *or* **Tuesday March 17**. Please indicate your availability on your application.

Studio Executives

Responsibilities

• Studio Leadership

- Organizing and leading open studio workshops (2-3 hours/week)

1. Plan general themes for each workshop (e.g. portraits, macro, etc.)
2. Organize models and props required for the session
3. Publicize and answer any questions about workshops via social media
4. Assist photographers with studio techniques and use of equipment

- Handling and recording rental fee and other payments

• Attending club meetings and events

• Assisting club fundraisers (print sales, fundraising shoots, etc)

Studio Privileges

• Discounted personal-use studio fee ($5.00/hour)

• Flexible access to studio (will be given access code)

How to Apply

Submit **5 photography samples** (any genre) and a **brief statement** (max 500 words) of previous experience with photography, past/current executive responsibilities, and any other relevant experiences and interests. A link to an online portfolio (website, blog, Facebook Page, etc.) can also be included, but is not required.

Marketing Executive

Responsibilities

• Time commitment: approx. 2 hours/week

• Publicizing club events and activities via social media, email newsletters, posters, etc

• Updating information on social media and website

• Provide reports of activity on Facebook page and website (using Insights and Google Analytics)

• Designing advertisements and newsletters

• Attending club meetings and events

• Assisting club fundraisers (print sales, fundraising shoots, etc)

Studio Privileges

• Discounted personal-use studio fee ($5.00/hour)

How to Apply

Submit **3 samples of relevant publicity work**. Submissions can include (and are not limited to):

- Web design

- Graphic design

- Poster/Advertisement design

Submit a **brief statement** (max 500 words) of previous experience with photography or marketing, past/current executive responsibilities, and any other relevant experiences and interests.

Finance Executive

Responsibilities

• Time commitment: approx. 2 hours/week

• Maintain organized records of weekly payments and spending

• Oversee the club's bank account and Paypal account

• Maintain an inventory of club's studio equipment throughout the year

• Provide monthly report on finances (costs, revenues, profits or losses)

• Provide a year-end itemized budget for club records and submission to AMS for review

Studio Privileges

• Discounted personal-use studio fee ($5.00/hour)

How to Apply

Submit a **brief statement** (max 500 words) of previous experience with managing finance, past/current executive responsibilities, and any other relevant experiences and interests.

Photography Instructors

Responsibilities

• Teaching beginner or intermediate photography classes (indicate preference on application)

• Planning and organizing lessons with class activities

• Minimum 1 class per week (approx. 2 hours/week, 1 hour classroom time and 1 hour prep)

Studio Privileges

• Discounted personal-use studio fees ($5.00/hour)

• Flexible access to studio (will be given access code)

How to Apply

Submit **5 samples of work**, one from each of the following categories:

1. Portrait

2. Abstract

3. Still Life

4. Nature (wildlife or landscape)

5. Any photo demonstrating basic compositional guidelines, e.g. leading lines, rule of thirds, negative space, etc.

Submit a **brief statement** (max 500 words) of previous experience with photography, any past/current teaching experience, and any other relevant activities and interests. A link to an online portfolio (website, blog, Facebook Page, etc.) can also be included, but is not required.